

LAND BANK PROGRAM POLICIES AND PROCEDURES
DEPARTMENT OF COMMUNITY DEVELOPMENT
CITY OF LIMA

Adopted May 1, 2018

I. INTRODUCTION/PREAMBLE

On January 24, 2000, Lima City Council passed Ordinance No. 013-00 and created the Lima LAND Reutilization Program, which includes the Lima LAND Bank Program, in order to foster the return of nonproductive land within its boundaries to tax generating status or devotion to public use. This legislation authorized the Mayor to implement the necessary administrative procedures, consistent with Chapter 5722 of the Ohio Revised Code. Further, the Mayor was given the authority to execute any documents, operate the Lima LAND Bank Program, and determine fair market value of properties obtained and sold. The intent of the program is to combine LAND Bank eligible parcels with maintained and tax producing parcels of contiguous owners and to provide developable land for the building of structures for investors or resident owners.

On July 20, 2000, City and County officials met in order to discuss the possible implementation of the Lima LAND Bank Program. The process was presented to interested parties within the community and each was provided with a detail of the legal procedures to be utilized. Once a consensus by the City and County officials was reached, the other tax districts became increasingly involved in the process. Shortly thereafter, the LAND Bank Program was operational and properties were referred to the program for consideration. Since its inception, the program has been successful in bringing formerly nonproductive properties to tax generating status.

In order to supplement the programming permitted by the Ohio Revised Code, Lima City Council created the LAND II Program, by Ordinance 143-05 passed on July 25, 2005. This program permits the City to accept properties ineligible for R.C. Chapter 5722 treatment but that could be improved or utilized to further promote the goals of economic development, housing, and neighborhood revitalization within the City of Lima. Properties eligible for the LAND II Program are administered and sold consistent with the requirements of Lima LAND Revitalization Program and R.C. Chapter 5722.

The taxing districts uniformly supported the LAND Bank Program as a means to promote economic and community development by enabling transfer of nonproductive property that could not be sold, due to tax delinquencies, assessments, deteriorated condition, and liens. These groups collectively agreed that the program would increase the tax base by returning nonproductive land to tax generating status and enable adjacent, contiguous property owners to acquire lots which have no possibility of use standing alone. The City of Lima is committed to utilizing this program, in conjunction with other tools, such as neighborhood revitalization, demolition, property maintenance enforcement, housing rehabilitation, and tax abatements, in its continuing effort to make the City of Lima *the place to live and work in Northwest Ohio*.

II. IDENTIFICATION OF PROPERTIES AND PROPERTY ACQUISITION

A. *General Considerations*

The Lima LAND Bank may acquire vacant, abandoned, and tax-delinquent property to further its mission. In determining whether to acquire a property, the LAND Bank will target properties that meet one or more of the following criteria: (i) There is a qualified end-user committed to purchasing and returning the property to productive use; (ii) There is a prospective end-user, neighborhood resident, local governmental entity, community stakeholder, or other interested party who has requested that the LAND Bank review the property for acquisition; (iii) The redevelopment of the property will support strategic development efforts, is likely to act as catalyst for further development, or is part of a comprehensive development plan; (iv) Acquisition will support public infrastructure and green space development; (v) Acquisition will help stabilize or improve neighborhood conditions by reducing blight; (vi) Acquisition will help create or preserve homeownership opportunities; (vii) There is an existing market for the property, but title issues prevent the property from being developed to its highest and best use; (viii) Acquisition of the property will help fulfill an existing plan for historic preservation; or, (ix) Acquisition of the property will further the LAND Bank’s mission, and the LAND Bank has the resources to maintain and market the property.

B. *Pre-Acquisition Considerations*

(1) The LAND Bank will assess the condition, marketability, potential holding and maintenance costs, and possible end-users of every property prior to acquisition. When applicable, the LAND Bank will conduct a complete condition assessment of all structures prior to acquisition. (2) Prior to acquisition, the LAND Bank will ensure that it has available funds to hold and maintain the property for an extended ownership period. (3) The LAND Bank may only acquire property that has clear and marketable title, except for delinquent property taxes or other liens that may be abated under the Ohio Revised Code. (4) If a property is in a local historic district, the LAND Bank will endeavor to communicate with the appropriate historic commission to determine potential disposition options prior to acquisition. (5) Prospective end-users, community stakeholders, or other interested parties may submit a “Request for Property Investigation” form to the LAND Bank, which can be found on its website, www.limalandbank.com. The LAND Bank will assess properties brought to its attention by a “Request for Property Investigation” for potential acquisition.

C. *Methods of Transfer*

The LAND Bank conveys property to qualified end-users using the following programmatic methods:

1. Sale of city owned property (LAND I & LAND II) properties to qualified applicant.
2. Transfer of eligible tax-delinquent property.

To receive properties under either method, the following process has been established:

- a. Any individual, corporation, governmental entity, city department, or other interested party may make an application. Such applicants may include, but are not limited to: adjacent property owners, investors, the City, schools, community development agencies, property owners or their representatives.
- b. Parties interested in city-owned properties may locate such properties on the LAND Bank website, www.limalandbank.com, and should review the property on the Allen County Auditor's website to obtain specific parcel information.
- c. The applicant must outline why the land is non-productive and how the applicant's intended use for the property will return it to a tax-generating status, make an improvement to the community, revitalize the area, devote it to a public use, or otherwise improve the condition of the property enhancing the neighborhood.
- d. Pricing for city-owned property is based on a number of factors and is further defined for residential, commercial, and industrial property in Appendix, Exhibit "A."
- e. Pricing for properties that are pursued on behalf of an end user, or *petitioner foreclosures*, are based on the use (residential, commercial, or industrial). The price for residential lots, a.k.a. "Side-Lots," is based on the cost to file the foreclosure proceeding, which is set by Allen County. (Appendix, Exhibit "A"). While the City of Lima collects the fee, the funds are paid to the Allen County Prosecutor's office to initiate the foreclosure process, and to the County Recorder to record the deed transferring the property to the end user. Residential lots under this program must be less than 10,000 sq. ft.
- f. Properties under this program are requested on behalf of the applicant by the Lima LAND Bank. Accordingly, the Sheriff's Deed is received by the City of Lima and then conveyed by Quit Claim Deed to the applicant.
- g. In order to determine if a property may qualify, interested parties may utilize the "Property Inquiry" form on the program's website, www.limalandbank.com, to determine tax delinquency status of a specific property. Information regarding the property may also be found on the Allen County Auditor's website. In order to be eligible, properties must be certified tax delinquent, and the amount of impositions (taxes, assessments, penalties) must exceed the auditor's tax value for the property.
- h. Once the property is determined to be eligible, interested parties must complete the Application and submit it, along with required documentation, to the Lima LAND Bank. Applications are available on the Lima LAND Bank's website to download or complete and upload online. Should applicants have questions pertaining to the process or regarding the application, they can refer to the "Frequently Asked Questions" section of the website or send an inquiry directly to the LAND Bank Program Administrator.

Inquiries are generally responded to within seven (7) business days.

- i. Applications are initially reviewed for completeness within seven (7) to ten (10) business days of receipt. If the application is missing information or attachments, or lacks sufficient detail, it will be returned to the applicant with instructions regarding how to address the deficiencies.
- j. The applicant is responsible to provide requested information to the LAND Bank Program Administrator in a timely manner. If the information is not received by the LAND Bank Program Administrator within ten (10) business days, review of the application will be immediately suspended. Should an application be received from another applicant while awaiting information, the property will be available to the other applicant.

III. INITIAL QUALIFICATION OF PROPERTY

- A. *“Side-Lot” Program-Adjacent Property Owner (Residential Zoning under 10,000 sq. ft.).* An applicant who owns property immediately adjacent to the subject property may make a request for consideration, which permits the subject property to be combined with the property currently owned by the applicant. “Immediately adjacent” means an abutting property with the same zoning classification, not separated by an alley, easement, or other use that precludes parcel combination. The acquisition cost under this program is as provided in Appendix Exhibit “A.” No discounts will be considered for multiple lots. Residential parcels in excess of 10,000 sq. ft. will be priced in accordance with Appendix Exhibit “A.”
- B. *Non-abutting properties.* Properties that are separated by an alley, easement, or other use that precludes parcel combination will be considered on a case-by-case basis. The applicant may be required to petition the city for vacation of any alleys separating the parcels. If the adjacent parcel is not of the same zoning classification, the application may be approved contingent upon a successful change of zoning by applicant. The Conditional Purchase Agreement will stipulate zoning reclassification as a condition precedent to closing.
- C. *“Side-Lot” Program-Adjacent Property Owner (Non-Residential).* An applicant who owns property immediately adjacent to the subject property may make a request for consideration which permits the subject property to be combined with the current property owned by the applicant. “Immediately adjacent” means an abutting property with the same zoning classification, not separated by an alley, easement, or other use that precludes parcel combination. The applicant may be required to petition the city for vacation of any alleys separating the parcels. If the adjacent parcel is not of the same zoning classification, the application may be approved contingent upon a successful change of zoning by applicant. The Conditional Purchase Agreement will stipulate zoning reclassification as a condition precedent to closing.

- D. *Investors-For non-adjacent parcels.* Applications will only be considered for building projects from qualified parties. An applicant who wishes to obtain a vacant property for investment purposes must submit plans for the proposed building project and have the capacity to carry out the proposed project, a history of responsible ownership and/or development experience, and have adequate resources available to complete the proposed project in a timely manner and in compliance with the Lima Codified ordinances relative to zoning, property maintenance, and building codes.

IV. INITIAL QUALIFICATION OF APPLICANT

- A. Once the LAND Bank Administrator determines that the property qualifies for the LAND Bank Program, s/he will provide the applicant with information concerning the written application process, committee review, court procedures, and general acquisition process.
- B. The LAND Bank Administrator shall obtain information from the applicant concerning their intended use of the property and discuss the necessity that the property be converted to tax-generating status, revitalize the area, be devoted to a public use, or otherwise improve the condition of the property enhancing the neighborhood.
- C. A determination will be made by the LAND Bank Program Administrator concerning the ability of the applicant to adequately improve and care for the combined properties based on the following factors:
1. History of developing and maintaining projects of similar scope and scale;
 2. Demonstrated financial capacity of the Applicant;
 3. Contribution of the proposed development project to achieving existing economic and community development plans; or,
 4. Other documentation requested by the LAND Bank Committee.
- D. The applicant's property tax payment status is reviewed. The applicant must be current on property taxes for all properties owned.
- E. Applications submitted by for-profit corporations must provide information regarding ownership, including, but not limited to, a current board member roster and percentages of ownership in the corporation. Applications submitted by limited liability companies (LLCs) must provide a list of its members, and designate the nature of their membership. Tax returns for corporation shareholders or LLC members may be required.
- F. The LAND Bank does not allow for speculative development or land options that would extend the timeframe for development in excess of twenty-four (24) months.

V. APPLICATION PROCESS

- A. Applications must be complete and submitted either electronically through the Lima LAND Bank's website, www.limalandbank.com, by US Postal Service or other commercial carrier service, or delivered in person to the attention of the LAND Bank Administrator.
- B. The LAND Bank Administrator will review the application for completeness at the time of receipt. All applications and attachments submitted are date stamped and entered into the Application Tracker. Incomplete applications are returned to the applicant with an explanation regarding the reason and how to address cited deficiencies.
- C. The LAND Bank Administrator may determine that it is necessary to discuss the parameters of program, including research on the property, research on the applicant, possible restrictions, and purchase price at any time during the initial application review in order to provide clarification to the applicant.
- D. The LAND Bank Administrator will review the application within seven (7) business days of receipt of a completed application.
- E. When the application is determined to be complete by the LAND Bank Administrator, the application will be presented to the LAND Bank Committee for review and recommendation regarding action to the Mayor.
- F. If the LAND Bank Administrator denies the application, the applicant may, within ten (10) days of the date of the denial, submit to the LAND Bank Administrator a written request for review thereof and exemption from these qualifications from the LAND Bank Committee who may review the application and make a recommendation to the Mayor.

VI. APPLICANT & PROPERTY RESEARCH

A. Public Records Reviewed Concerning Record Owner and Applicant.

The LAND Bank performs the following reviews of public records for the applicant and subject property as part of its due diligence:

1. The property is researched on the Allen County Auditor's website to verify current ownership, tax status, location, and parcel description and identification.
2. The applicant's property tax payment status is reviewed. The applicant must be current on property taxes for all properties owned.
3. Research is then conducted on the Allen County Recorder's and Clerk's websites or in person at the courthouse, if required, to obtain or verify information pertaining

to exact legal description, the owner of record, possible liens, including mortgages and land contracts. The Law Department conducts bankruptcy and foreclosure searches for applicants prior to being recommended to the LAND Bank Committee for review.

4. A copy of the tax map showing the exact location and dimensions of the proposed property is obtained from the county auditor's website, and, if required, additional information may be obtained from the county's GIS system or tax map office.
5. The Property Maintenance Division of the Community Development Department reviews its records for any violations or outstanding fees/assessments on applicant-owned properties and inspects the applicant-owned property relevant to the application. The applicant must address any open violations and any outstanding fees for the application to proceed.
6. The Building and Zoning Department reviews its records for any open violations. The applicant must address any open violations for the application to proceed.

B. On-site Inspection of the Subject Property.

1. Photographs are taken of the front and rear (if accessible) of the property to reflect approximate size and if there are any discrepancies in reported courthouse research.
2. The LAND Bank Administrator identifies whether there are obvious easements for utilities, alleys, structures, or other encroachments that may impede the realization of the intended use.
3. If the LAND Bank Administrator notes any impediment(s) located on the property, further research is conducted to determine the nature and extent of any easement or other impediment.

C. Vacant vs. Non-vacant Properties.

1. Vacant properties are those without any discernable structure located thereon. If the property is found to be vacant with no obvious impediments to the intended and approved use, the property will be presented at the next regularly scheduled LAND Bank Committee meeting.
2. When buildings or other structures are located on the subject property, additional investigation must be completed by the LAND Bank Administrator. Property Maintenance inspectors will perform an initial review and, if warranted, refer the subject property to the building department for possible demolition.

VII. LAND BANK COMMITTEE

A. Committee Generally.

1. At the inception of the LAND Bank Program, the Mayor formed an administrative committee. Persons were identified to serve on the committee who were involved in the administrative functions of the Lima LAND Bank.
2. *Membership.* The LAND Bank Committee (the “Committee”) is made up of five (5) voting staff members. The law department acts in an advisory capacity only. The Mayor reviews the committee membership from time to time to make appropriate additional appointments. Members shall include, at a minimum: the LAND Bank Administrator; the Director of Department of Community Development (DCD), or his or her designee; one (1) representative from the Department of Public Works, Building & Zoning Division; one (1) representative from the Department of Public Works, Parks Division; and, one (1) representative from the Allen County Treasurer’s Office.
3. *Meetings.* Meetings are scheduled for the fourth Thursday of each calendar month or at the request of a committee member or the Mayor.
4. *Quorum.* A majority of the voting members shall constitute a quorum to conduct business.
5. *Records of Meetings.* A designated DCD employee attends each meeting and is responsible for recording and transcribing the minutes and thereafter distributing the minutes to committee members prior to the next regularly-scheduled meeting.

B. Applications Presented to the Committee.

1. When the LAND Bank Administrator has determined that the applicant has met the qualifications in Section IV, the Administrator shall present the application and supporting documentation to the LAND Bank Committee. The LAND Bank Committee will only consider complete applications supported by documentation the LAND Bank Administrator requires.
 - a. The LAND Bank Administrator presents the information he/she has obtained on the applicant according to his/her researched records to the Committee.
 - b. The LAND Bank Administrator also presents the applicant’s intended use for the subject property. The Committee may require an applicant to appear in person to further explain the intended use of the subject parcel.

- c. The applicant may be asked to provide proof of financial ability to the Committee depending on the nature of the intended use. Persons and investors intending to develop and build on the property will be required to provide information related to financial ability or availability of capital and building and site plans for the construction to the extent determined by the Committee and LAND Bank Administrator.
- d. Prior to the applicant signing the Conditional Purchase Agreement with the City, the proposed purchase agreement terms are reviewed by the Committee. The terms considered by the Committee include, but are not limited to:
 - (1) Price of the property as determined by the Mayor based upon the assigned fair market value.
 - (2) Restrictions/Covenants which may need to be added or possibly excluded from the contract are discussed by the Committee. Such restrictions and covenants may include:
 - (i) *For adjacent property owner-applicants:*
 - 1. The applicant will be required to combine the vacant adjacent lot with their existing property for tax purposes.
 - 2. LAND Bank properties to be combined with residential, adjacent properties may be required to maintain their residential use.
 - 3. If the intended purpose of acquiring an adjacent property is to build an accessory structure, the purchase agreement will require that the building be complete within a stated, reasonable time not to exceed 24 months, unless the Committee or Mayor grants additional time upon the applicant's written request for an extension providing an explanation for the delay.
 - (ii) *For single, buildable lot applicants.* If applicant intends to build a residential dwelling on the requested property, the purchase agreement shall require that the building is completed within a stated, reasonable time not to exceed 24 months, unless the Committee or Mayor grants additional time upon the applicant's written request for an extension providing an explanation for the delay.
 - (iii) *General Conditions.* All conditional purchase agreements shall include the requirements that the property be used in a manner and maintained consistent with the Lima Codified

Ordinances; and, that any improvements thereon shall be maintained as required by the Lima Codified Ordinances and other codes including, but not limited to, ordinances relative to use, property maintenance, building and zoning codes, and any tax requirements.

(3) A Reversionary Clause/Right of Re-Entry shall be required on a case-by-case basis as determined by the Committee.

2. *Additional Considerations for Property with Structure(s)*. Consistent with R.C. 5722.01(E), nonproductive land includes tax delinquent property with unoccupied structures and which the city has initiated demolition proceedings for the removal of said structure because it is unsecure, unsafe, or structurally-defective condition.
 - a. In order for properties with demolition orders to be considered for LAND Bank inclusion, the Building Commissioner shall forward copies of all demolition orders to the LAND Bank Administrator
 - b. The LAND Bank Administrator will conduct preliminary research on the property to determine if the parcel meets the requirements for LAND Bank consideration and will contact possible parties regarding interest in the parcel. Any appropriate application will then be considered by the Lima LAND Bank Committee.
 - c. The LAND Bank Administrator shall keep the Law Department informed of properties that are being considered for possible LAND Bank acquisition.
3. *Finding for Properties with an Unoccupied Structure*. For properties with an unoccupied structure, the Committee shall find that foreclosure and acquisition is necessary for the implementation of an effective LAND Bank program.
 - a. Factors the Committee may consider for such a finding include, but are not limited to: the location of the property, public uses for the property, existence of a development plan for the community, historical significance, interested community members, possible improvements for the overall safety and livability of the area, supporting surrounding real estate property values, and consistency with other revitalization efforts.
4. *Multiple Applications*. If more than one qualified person or entity is interested in a specific LAND Bank property, the purchaser will be chosen by a sealed bid process that will evaluate the impact of the intended use and the history and current capacity of the applicant to implement the proposed project. Each applicant will be sent notice of a request for a sealed bid with the minimum purchase price being the fair market value, as established by the Mayor. The parties will have fourteen (14) business days to respond to the request, and all bids must be delivered in person to

the Department of Community Development (“DCD”). The Committee will recommend the highest and most qualified bidder to the Mayor for approval.

VIII. ADMINISTRATIVE RESPONSIBILITIES.

As the electing subdivision of the LAND Bank, the City of Lima administration, with the support of the LAND Bank Committee, will complete the following tasks and responsibilities in R.C. 5722.06, for both LAND I and LAND II properties:

- A. Manage, maintain, and protect, or temporarily use for a public purpose LAND Bank property as it deems appropriate.
- B. Compile and maintain a written inventory of LAND Bank property, which is available for public inspection and distribution.
- C. Study, analyze, and evaluate potential, present, and future uses for such land, which would provide for the effective reutilization of nonproductive land.
- C. Plan for, and use its best efforts to consummate, the sale or other disposition of such land at such times and upon such terms and conditions as it deems appropriate to the fulfillment of the purposes and objectives of the LAND Bank Program.
- E. Establish and maintain records and accounts reflecting all transactions, expenditures, and revenues relating to its LAND Bank program, including separate itemizations of all transactions, expenditures, and revenues concerning each parcel of real property acquired as a part of such program.

IX. LAW DEPARTMENT

- A. *Referrals to Law Department.* Once the Committee has received approval from the Mayor, upon its recommendation, then the Law Department initiates a foreclosure request, prepares a deed in lieu of foreclosure, or prepares a Quit Claim deed for transfer of properties already within the Lima LAND Bank.

1. LAND I (R.C. 5722) Foreclosures

- a. The County Prosecutor files a complaint for foreclosure in The Allen County Court of Common Pleas, and the City files a motion to intervene in the case. After the motion to intervene is granted, the City files its intervening answer.
- b. After necessary court deadlines for filing pleadings in the foreclosure case are met and all necessary notices have been completed, the Prosecutor files an

Order of Sale asking for the property to be set for a sheriff's sale.

- c. The county sheriff's department sets a date for the first sheriff's sale, which is to be conducted at the Allen County Courthouse. The purchase price for the property begins at the amount due for all property liens at the time of sale. If the parcel does not sell at the first sale, then a second sale date is set. If the parcel is not sold during the second sale, then the City is deemed by law to have submitted the winning bid, and the property is transferred to the City for no consideration and all liens of record are released. Thereafter, an entry confirming the sale is filed, and the sheriff's department prepares a deed and delivers it to the City for recording.
 - d. Parcels sold at sheriff's sale may be purchased by any individual bidding on the parcel at the time of the sale and all liens satisfied. Sale proceeds are disbursed under R.C. Chapter 5722.
 - e. Prior to the sheriff's sale, the record owner has the right to redeem his/her property by paying off any and all existing liens. If this occurs, the sheriff dismisses the sale and the case is closed.
2. *LAND I (294 Board) Expedited Administrative Foreclosures on Abandoned Land*
- a. The County Prosecutor files a complaint for expedited foreclosure of abandoned land in the Allen County Board of Revision.
 - b. The City files a notice of intent to acquire the parcel if it is not sold at auction or, alternatively, if the Board of Revision finds that the impositions against the parcel exceed its fair market value as shown by the county auditor's latest tax valuation.
 - c. If the Board of Revision finds that the impositions against the parcel exceed its fair market value and no other party has requested a hearing or otherwise contested the matter, the Board orders a foreclosure of the property and that the sheriff execute a deed to the City free of any liens of record.
 - d. The City thereafter prepares and records a Quit Claim Deed transferring the property to the applicant.
3. *LAND II Property*
- a. The Law Department will complete a title search and report any liens. The status of the title and any encumbrances will be reported to the Committee to determine whether or not the City will acquire as a LAND II property. All final approvals and acceptance of deeds by the City must be approved by the Mayor and, in some instances, also by City Council.

B. *Sale of LAND Bank Properties*

1. Any property in the LAND Bank can be sold immediately after recording of the sheriff's deed or deed in lieu of foreclosure. It is usually at this time that the interested purchaser is contacted and notified of the cost and conditions of the sale.
2. The interested purchaser completes an application, which is initially reviewed by the LAND Bank Administrator who submits the application to the Committee for approval and recommendation to the Mayor.
3. If the LAND Bank Administrator denies the application, the applicant may, within ten (10) business days of the denial, submit to the LAND Bank Administrator a written request for Committee review, who will make a recommendation to the Mayor.
4. The Law Department prepares a purchase agreement for the proposed property being sold from the LAND Bank.

C. *Closing*

1. Once the purchase agreement is approved by the Committee and signed by the Mayor, the Law Department contacts the approved applicant.
2. At the time the Law Department contacts the approved applicant, a date and time for the closing is set and the costs to the purchaser are reviewed.
3. The Law Department prepares a Quit Claim Deed to be signed by the Mayor. The deed may include restrictions or reservations included in the purchase agreement.
4. During the closing, DTE Form 100(EX) is completed and signed by the approved applicant allowing exempting the transfer from a conveyance fee when the deed is presented to the county auditor's office.
5. The Law Department prepares a lot combination form for the purchaser to sign, which directs the county auditor to combine the approved applicant's present property with the one being purchased from the LAND Bank, effectuating one real estate tax parcel. This document is executed during the closing.
6. The Law Department files DTE Form 100(EX) with the county auditor and records the deed with the recorder's office, with copies of these being sent to the approved applicant. The deed recording costs are paid by the approved applicant as part of the initial application fee.

X. TAXING JURISDICTIONS

- A. *Committee Formation.* The City shall keep all taxing districts informed as to the administration of the LAND Bank. Consistent with this goal and the mandates described in R.C. 5722.09(A), the City formed a Committee of Taxing Districts. Each taxing district designates and appoints an officer or employee to the committee who serves without compensation.
- B. *Meetings and Publications.* The designated representative of the taxing district is notified of any meetings and is sent copies of the LAND Bank newsletters.

XI. ADVISORY COMMITTEE. The Mayor may determine that the formation of an advisory committee may be in the best interest of the LAND Bank program and, accordingly, may direct the LAND Bank Administrator to establish a committee.

- A. *Committee Formation.* Pursuant to R.C. 5722.09(B), a neighborhood advisory committee may be established for the LAND Bank Program.
- B. *Membership.* The members of the neighborhood advisory committee include:
 - 1. The President, or his/her designee, from the neighborhood associations representing the North, South, East, and West quadrants of the City;
 - 2. Two representatives from a financial institution operating within the City;
 - 3. The President, or his/her designee, of a housing consortium within the County;
 - 4. A representative from a non-profit housing corporation within the City;
 - 5. A representative from a health or medical institution within the City; and,
 - 6. A representative from the West Central Ohio Realtor's Association.
- D. *Terms.* Members of the advisory committee shall be appointed by the Mayor and shall serve at his/her leisure for a period not to exceed two years. Appointments will be renewed as determined by the Mayor.
- D. *Membership List.* Current membership lists shall be maintained for public inspection at the Department of Community Development.
- E. *Meetings and Publications.* Each member of the neighborhood advisory committee is given notice of the quarterly taxing district meetings and shall receive the quarterly newsletter.

XII. PUBLICATIONS

- A. *Miscellaneous Documents.* The Department of Community Development prepares and

updates program brochures, applications, and current property listings used in promoting the LAND Bank Program.

- B. *Community Relations Information.* The Department of Community Development shall maintain and update any informational presentations, the LAND Bank Website, and any handouts available for public viewing and distribution.

XIII. CONCLUSION

The LAND Bank Program provides an opportunity to encourage both commercial and residential redevelopment within the City of Lima. Taxing jurisdictions benefit from the return of tax delinquent property to productive use. It is the intent of the LAND Bank Program to look at vacant land and abandoned property in a systematic and comprehensive way, selectively acquiring property, and providing ownership opportunities in a manner consistent with strategic land use and redevelopment. To be most effective, the LAND Bank Program will coordinate its efforts with other City initiatives to receive and manage property to the maximum benefit of the community.

Approved:

Director of Department of Community Development
The City of Lima, Ohio

Date

Mayor, The City of Lima, Ohio

Date

Law Director, The City of Lima, Ohio

Date

APPENDICIES

Exhibit A	Property Pricing Schedule
Exhibit B	Property Acquisition Flow Chart

EXHIBIT A

Lima LAND Bank Program Property Pricing Schedule

5/1/2018

****SUBJECT TO CHANGE****

RESIDENTIAL

Residential (less than 10,000 sq. ft.) \$375.00
Cost of Filing, Publication, and Service

Residential (over 10,000 sq. ft.) \$375.00 plus cost per sq. ft.
\$.01 per sq. ft. over 10,000 plus base fee of \$375.00

COMMERCIAL

Negotiated on individual lot basis

INDUSTRIAL

Negotiated on individual lot basis

RECORDING

A fee of \$28.50 for recording will be added to the price of the property. In transactions where multiple properties are being conveyed from the same owner there may only be one recording fee required.

Exhibit B

Process for transfer of nonproductive land to the City of Lima, Ohio, an electing subdivision pursuant to RC 5722 et. seq.

